

What is State Employee Adoption Assistance?

Financial assistance is provided to eligible state employees to help pay some of the expenses with adopting a child. Assistance is limited to the amount of funds authorized each year for the program.



Who qualifies as a state employee?

Eligible employees include permanent or probationary, full-time or part-time employees of any department, institution, board, commission, council, division, bureau, center, school, hospital or other agency of the State of South Carolina, including temporary grant and time-limited employees. Law enforcement officers and employees of special purpose districts are also eligible. Employees must participate in the Employee Insurance Program (EIP) and be employed when the adoption is finalized, when the application is submitted and when the benefit is paid.



What child qualifies?

A child who is younger than age 18 and who is adopted from the United States or a foreign country. Assistance is not available for the adoption of a stepchild.



What is the amount of assistance?

The maximum amount for adopting a non-special needs child is \$5,000, and the maximum amount for a *special needs child** is \$10,000. The maximum amount is based on eligible expenses directly relating to the adoption of the child and the amount authorized for the program.

**A special needs child is one who is age 6 or older or who has a physical, mental or emotional disability.*



How are benefits paid?

Funds are paid directly to the employee after he provides proof of the eligible costs directly related to the adoption. The amount cannot be determined until the application period ends (September) and the application review process is completed (October). Therefore, adoption benefits are awarded in November.

What expenses are eligible?

- Licensed adoption agency fees
- Legal fees (attorney's fees and costs of legal proceedings)
- The fee for obtaining investigations and reports as required by S.C. Code Ann. 20-7-1740 (1976)
- The fee of the individuals required to take the consent or relinquishment, as required by S.C. Code Ann. 20-7-1705 (A) (1976)
- The fee of a guardian ad litem appointed pursuant to S.C. Code Ann. 20-7-1732
- Reasonable fees to sending agencies as defined in S.C. Code Ann. 20-7-1980 (2) (b) (1976), the Interstate Compact on the Placement of Children
- Costs, at the rate allowed for state employees traveling on official business. This includes transportation, lodging and food for both the adoptive child and the adoptive parents when necessary to complete the placement or adoption process, including obtaining physical custody of the adoptive child
- Medical costs, not paid by insurance, Medicaid or other such available resources, of the biological mother relating to the birth of the adopted child
- Medical costs, not paid by insurance, Medicaid or other such available resources, of the child relating to the birth.

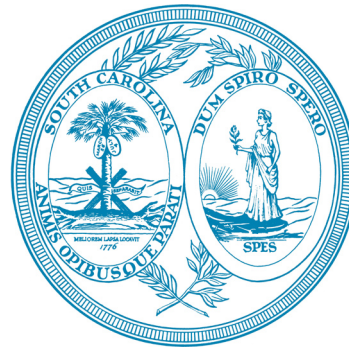
How do I apply?

The application period is July – September each year for eligible employees who finalized an adoption the previous fiscal year (July 1 through June 30). Once the adoption is finalized through a court system, eligible employees need to contact EIP to request an application (applications are not available on the Web site because EIP must await approval of the State's budget). An application must be received by the Employee Insurance Program no later than 5 p.m. on the last business day in September.



Who can I contact concerning this program?

The State Employee Adoption Assistance Program is administered by the Employee Insurance Program (EIP), 1201 Main Street, Columbia, South Carolina, 29201. For more information about the program, contact EIP's Financial Services Unit at 803-734-1696 (Greater Columbia area) or at 888-260-9430 (toll-free outside the Columbia area).



SOUTH CAROLINA BUDGET AND CONTROL BOARD

Employee Insurance Program
P.O. Box 11661
Columbia, SC 29211-1661

803-734-1696 (*Greater Columbia area*)
888-260-9430 (*toll-free outside Columbia area*)

www.eip.sc.gov

01/08

STATE EMPLOYEE ADOPTION ASSISTANCE PROGRAM



EMPLOYEE INSURANCE PROGRAM